



**PROFESSIONAL DEVELOPMENT  
ADVISORY BOARD MEETING  
November 9, 2010**

**MEETING TYPE: PD Advisory Board  
Minutes**

**Date: Tuesday, November 9, 2010**  
**Starting Time: 3:00 p.m.**  
**Ending Time: 4:00 p.m.**  
**Place: NS-145**

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**CHAIR:** Leanne Maunu  
**MEMBERS PRESENT:** Sherry Goldsmith, Rafiki Jenkins, Rob Jones, Kalyna Lesyna, Steve McDonald, Chuong Nguyen, Jan Schultz, Richard Stegman  
**ABSENT:** Terrie Canon, Dewi Hokett, Byung Kang  
**RECORDER:** Glenda Gardner

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- PD Coordinator, Leanne Maunu, called the meeting to order at 3:05 p.m.
- The Minutes from the September 14, 2010 and October 12, 2010 meetings were unanimously approved.
- **December Meeting** – It was the consensus of the Advisory Board to cancel the December meeting since it occurs during Finals Week. The next meeting will be February 8, 2011.
- **Update on Service Points Issue** – After much discussion, the Advisory Board decided to contact Patrick O’Brien as chair of the Committee on Committees to ask if individual committees could request reexamination of their Service Points if they feel that not enough Service Points are being awarded.
- **Grace Period for Late Contracts** – The Advisory Board approved the removal of the seven day grace period past the PFF deadline to submit PD contracts. The following instructions will now be included when announcing the PD contract deadlines: "In order to be paid in time for the December and May pay periods, part-time faculty need to submit their PD contracts by December 1 for the fall semester and by May 1 for the spring semester; otherwise, the deadline is the first day of final exam week, as per the Palomar Faculty Federation (PFF) Agreement. If a part-time faculty member submits his or her PD contract after that date (first day of final exam week), then he or she will need to go through an appeals process in order to receive payment."
- **Update on January Plenary and Spring Workshops** – The following workshops and presentations will be provided at the January Plenary: Accreditation, SLOs, Student Athletes, Active Learning, and a Teaching Presentation. Leanne will send everyone a draft of the Spring Workshop Schedule which will include some new workshops such as Publishing, Reading and Writing Skills, and guest speakers on Basic Skills topics. HR has also provided online training options through PD. We will also be hosting a field trip to the Museum of Tolerance and Leanne is looking at opportunities to coordinate this with NCHEA and obtain funding through a grant. Several other opportunities for speakers will be researched and information will be provided at a later date.
- NCHEA–Grant deadline is December 15<sup>th</sup>. There will be a mixer on Thursday, December 2nd, from 4:00-7:00 p.m. at the Acapulco restaurant, which is located at Restaurant Row in San Marcos.

Meeting adjourned at 3:45 p.m.

**Next Meeting – Tuesday, February 8, 2011 (2<sup>nd</sup> Tuesday of the Month)  
3:00 p.m.-4:00 p.m. in NS-145**